

Title:	Effective Date:	Grade:	Job Category:
Section Head - Communications	May 11, 2012	XVIII	Professional
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Section Head - Radio Communications	August 24, 2007	XVIII	1 of 1

CHARACTERISTICS OF WORK

This position is responsible for overseeing the Department's radio system and Section personnel.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Monitor the performance of the radio system and oversee subordinates.
- Develop purchase specifications for equipment.
- Coordinate the use of radio frequencies with adjacent states and consult and assist local agencies in selecting new frequencies.
- Review applications for the use of Department towers.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Advanced training or experience in related field. Valid driver's license. Familiarity with FCC regulations. FCC General Radio-Telephone license or certification by one of the following organizations:

National Association of Radio and Telecommunications Engineers

International Society of Certified Electronic Technicians

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

